

**US Department of Housing and Urban Development**  
***Office of Public and Indian Housing***  
***PIH Information Center (PIC)***



**FRS 4.0 User Guide**  
**Chapter 3-A FRS 4.0 Main Menu Bar**  
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## I. Introduction

This chapter explains the various layouts within FRS 4.0. It delivers information on desktop icons needed to enter household data and describes what each of the Drop Down Menu contains.

## II. FRS 4.0 MAIN DESKTOP Categories

The main desktop window appears when you open the FRS 4.0 application and displays four icons:



**New Household:** Use the **New Household** section to capture information about a new participant who does not currently have a record in the FRS 4.0 database. Click on this button to open the New Head of Household window.



**Maintain Household:** Use the **Maintain Household** section to edit information about an existing participant with a record already stored in the database. Click on this button to open the Head of Household Browser window.



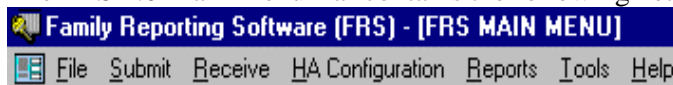
**Transmit File to MTCS:** Use the **Transmit File to MTCS** section to submit accurate and complete applications to MTCS. Click on this button to open the Submit Forms window.



**Retrieve Error File from MTCS:** Use the **Retrieve Errors** section to retrieve error reports from MTCS. Click on this button to open the Internet Browser.

## III. FRS 4.0 Main Menu Bar

The FRS 4.0 Main Menu Bar contains the following headings:



Each of the headings displayed above are discussed in detail in the sections that follow.

### 3.1 THE FILE DROP DOWN MENU

The File drop down menu contains four options:



The **New Household** option performs the same function as the New Household button on the main FRS 4.0 desktop window. When you select **New Household** from the **File** drop down menu, FRS 4.0 presents a New Head of Household Information window.

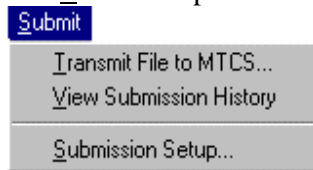
The **Maintain Household** option performs the same function as the Maintain Household button on the main FRS 4.0 desktop window. When you select **Maintain Household** from the **File** drop down menu, FRS 4.0 presents the Head of Household Browser window.

The **View Recycle Bin** option displays the household records of families whose records were sent to the Recycle Bin. From the recycle bin, you may delete the records or return the household records to the browser.

The **Exit FRS** option closes FRS 4.0.

### 3.2 THE **SUBMIT DROP DOWN MENU**

The **Submit** drop down menu contains three options:



The **Transmit File to MTCS** option opens the Forms Submission Status window. This window lists the Form HUD-50058s that passed all FRS 4.0 edits and are ready for submission to MTCS. The window also lists Form HUD-50058s that do not pass the FRS 4.0 edits in a separate area.

The **View Submission History** option opens the Submission History screen, which displays the date and time of submissions to MTCS, and includes the number of Form HUD-50058s.

The **Submission Setup** option allows you to setup the Internet method of data transmission to submit data to MTCS. Use this option if you did not perform the submission setup during installation or if you would like to change the method of data transmission you selected during installation.

### 3.3 THE **RECEIVE DROP DOWN MENU**

The **Recieve** drop down menu contains two options:



Receive

Retrieve Error File from MTCS

The **Retrieve Error File from MTCS** option allows the user to access error notifications from the Internet, this option launches the users designated Internet browser.

The **View Error File Retrieved from MTCS** option is only available to SprintMail users. This option opens a box in which you may choose to view previous or new error files. If you select to view new error files, FRS 4.0 replaces previously retrieved error files.

### 3.4 THE HA CONFIGURATION DROP DOWN MENU

The **HA Configuration** drop down menu allows you to access fields you completed during installation and make changes. The menu contains five options:

HA Configuration

HA Identification  
HA Jurisdictions  
HA Projects/Sites  
HA Default Values  
Originating HAs

The **HA Identification** option opens the Housing Agency Identification window. This window contains the installation information previously entered. If this information is not provided, use this option to identify the following:

**Agency Name**

**PHA code**

**Subcontractor Name**

**Subcontractor Mailbox ID**

The **HA Jurisdictions** option opens the Housing Agency Jurisdictions window. This window contains the installation information previously entered. If this information is not provided, use this option to:

**Select HA Home Jurisdiction.** This is the state in which your PHA has home jurisdiction.

Select other applicable project jurisdictions (one at a time) from the **List of all potential project jurisdictions** list box and click the **Add State** button. The selected jurisdiction is added to the **Project jurisdictions that PHA has unit authority** field. To remove a state from the **Project jurisdictions that PHA has unit authority** field, select the state from this field and click the **Remove State** button.

The **HA Projects/Sites** option opens the HA Projects/Sites window. Use this window to maintain information about Public Housing projects and sites for which the PHA administers



rental-housing programs. Enter the project number and the project name. If the project has multiple sites, enter the three-digit site number and the site name.

The **HA Default Values** option opens the HA Default Values window. This window contains the installation information provided during FRS 4.0 installation.

**NOTE:** Default values are very important to FRS 4.0 data collection. These values are often pre-determined percentages or dollar amounts used to calculate income information. Any changes to these values affect income calculations and, therefore, rent calculations.

To ensure that FRS 4.0 applies the correct default values to a household record, whenever any default value changes, you must enter a **new** Effective Date of Default Values. This date ensures that FRS 4.0 only applies the new default values to those households with an effective date of action after this date.

If you did not provide information during installation, use this option to enter:

#### **Required Default Values**

**Effective Date of Default Values**  
**Passbook Rate**

#### **Indian Mutual Default Values Only**

**The Mutual Help and Occupancy Agreement Percentage**  
**Administration Charge Set By Each Indian Housing Authority**

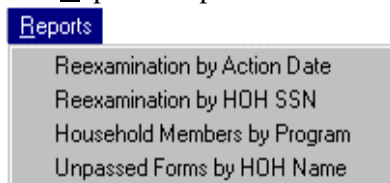
#### **Leave these defaults unchanged unless instructed by HUD**

**Medical Threshold Percentage**  
**Elderly/Disability Allowance**  
**Allowance per Dependent**  
**Percentage Used to Derive the TTP if Based on Annual Income**  
**Percentage Used to Derive the TTP if Based on the Adjusted Annual Income**

\*for information on HA Configuration steps, please see Chapter 2-B, Complete the Housing Agency Configuration, at: <http://www.hud.gov/utilities/intercept.cfm?chap2b.pdf>

### **3.5 THE REPORTS DROP DOWN MENU**

The Reports drop down menu contains four options:





The **Reexamination by Action Date** option lists families due for reexamination. It lists the Effective Date of Action, the Head of Household Name and Social Security Number (SSN), sorted by the Effective Date of Action.

The **Reexamination by HOH SSN** option lists families due for reexamination. It lists the Effective Date of Action, the Head of Household Name and SSN, sorted by the Head of Household's Social Security Number.

The **Household Members by Program** option lists each household broken down by rental subsidy program.

The **Unpassed forms by HOH Name** option lists all forms that have not passed FRS edits due to errors. The list provides the Head of Household Name and Social Security Number.

### 3.6 THE TOOLS DROP DOWN MENU

The Tools drop down menu contains one option:



The **Convert Old FRS Data** option allows you to convert data from older version of FRS 2.1 or FRS 3.0. In case of conversion from FRS 2.1, if you converted your data during installation, you cannot access this option. Refer to the steps listed earlier in this document for step-by-step instructions for data conversion.

\* for more information on converting old FRS data, please see the 'Convert Data in FRS' chapter at: <http://www.hud.gov/utilities/intercept.cfm?chap2a.pdf>

**WARNING:** For conversion from FRS 2.1, you can only access this option, **before** you enter family data into FRS 4.0.

Multiple HAs are those users that transmit for more than one HA. The **Administer Multiple HAs option** allows you to maintain multiple HA databases as well as change a working HA database.

\*for more information on Multiple HA reporting, please see the 'Multiple HA User Guide' chapter at: [Family Reporting Software \(FRS\) 3.0 Multiple HA User Guide](#)

### 3.7 THE HELP DROP DOWN MENU

The Help drop down menu contains two options:





The **Contents** option displays the main window of FRS 4.0 Help.

The Help system provides on-line assistance and contains much of the information included in this Guide.

The **About FRS** option displays information about the FRS 4.0 design and the FRS 4.0 version ID.